ACHIEVEMENT SERIES – CLASSROOM MODULE
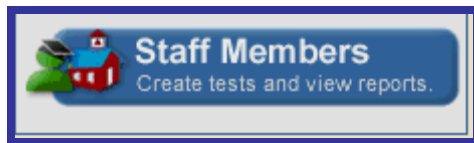
Create a Classroom Test: Answer Key Option

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.

2. Go to http://www.achievementseries.com/

3. Click the **Staff Members** button.

4. Enter your **Site ID, Staff ID** and **Password.** Then click **Login.**

Site ID: 72-3826-4990
Staff ID: memorris
Password: ••••••••
Login

5. At the Home Page, click the **Classroom Area** button.

Welcome
Teacher Withedit
■ Classroom
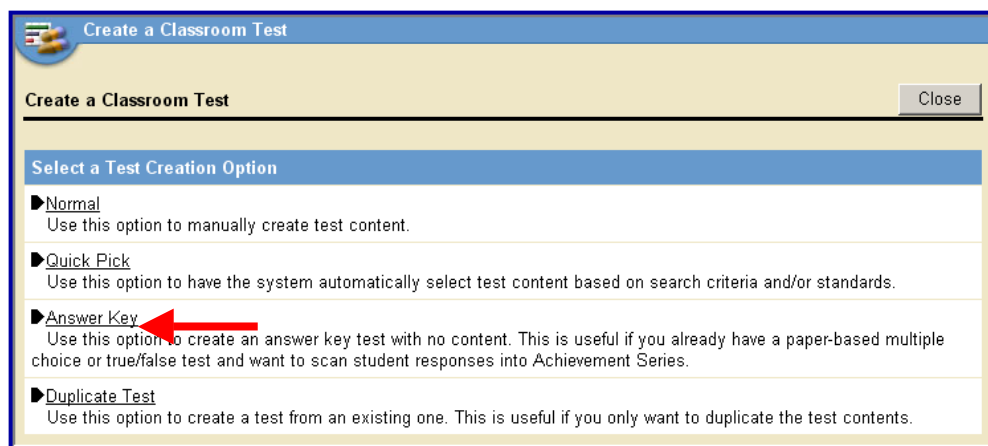Classroom Area
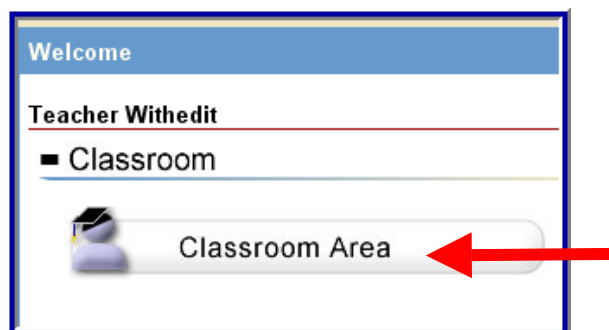
Section 2: Create a Test - Answer Key Option

1. In the **Classroom Area** select the **Classroom Tests** tab.

2. Select the **Class** from the dropdown box, and then click **Create Test.**
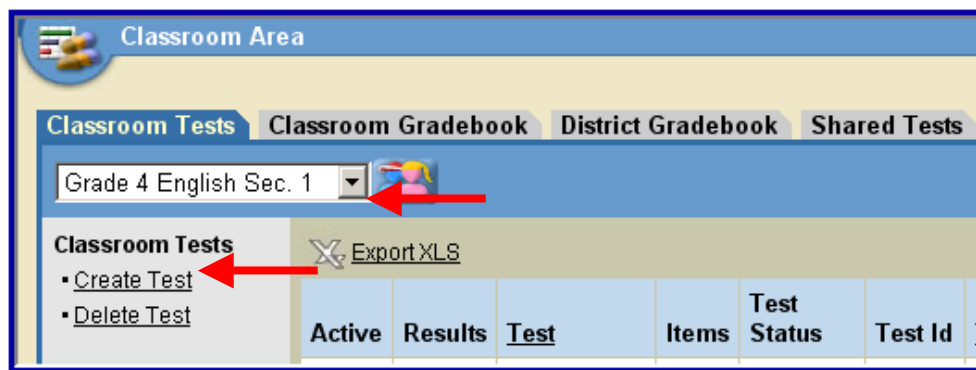
3. Select this test creation option: **Answer Key**.

Complete the following (4) steps to setup a test with an Answer Key only.

The Answer Key option is available *only* for tests scored with Scanner Forms.

1. **Step 1 of 4: Specify Test Properties**

    A. Enter a **Test Name**.

       Example: Language Arts 6 Weeks Exam – April 15, 2005

    B. (Optional) Select **Private** to prevent Achievement Series system administrators from having access to this test.

    C. Enter a **Test Date**.

       ▪ Test Date sorts tests chronologically in the Classroom Gradebook.
       ▪ Test Date does not restrict when students can actually take the test.

    D. Skip this section regarding *Number of Versions*.

       This does not apply for this test creation option.

    E. Click **Next** to advance to Step 2 of 4.

2. **Step 2 of 4: Specify Class Assignment**

   A. Select the appropriate Class.

   B. Click **Next.**

3. **Step 3 of 4: Select Standards**

   When creating an Answer Key Test Session, you have the option of attaching standards to items in order to view student performance by standard in the Classroom Reports. However, it the items are not measuring students' knowledge of standards-based skills, then you can omit the process of attaching standards.

   Based on the focus of the test, select from the following two (2) options:

   Option 1: If you do *not* need to associate Standards with items, click **Next.**

   Note: Clicking Next will advance you to the screen titled Step 4 of 4.

Option 2: If you need to match Standards to items, then do these steps:

A. Select the **Standards Document** in the drop down box.

B. (Optional) Enter **Keywords** and **Grade Level(s).**

- **Grade Level** means grade designation per the Standards Document.

- **Keyword** signifies a word or phrase on the Standards Document. Use *exact verbiage* from the document to find matching standards.

C. Click **Search.**

D. Standards (skills) for the document you selected are listed on the next screen. Standards matching your specific criteria are highlighted in yellow.

(1) Select the Standards that you want to attach to the items on the test.
- Select individual standards by clicking the box next to each desired.
- Select all standards by clicking **Toggle all checkboxes on this page.**

(2) Click **Next** to proceed.

4. **Step 4 of 4: Tailor Test Content**

A. Setup Item 1

    a. If applicable, select a **Standard**(s). *(Choose up to 3 standards per item)*

    b. In **Choices,** select the **Answer Choice Format** (Example: A – D)

    c. In **Correct**, select the **Correct Answer** in the drop down box.

    d. In **Points**, select the points the item is worth.

    e. Go to **Add** and click the **+** sign to add Item 1 to the answer key.

When Item 1 is setup, it will display at the bottom of the screen as in this example:

B. Setup Item 2 and all other items using the same steps above.

    Tip! Insert new items in relation to existing items using **Insert Type** & **Number** drop down boxes positioned to the left of the Standards selection area.

C. When you have finished setting up the Answer Key, then click **Done.**

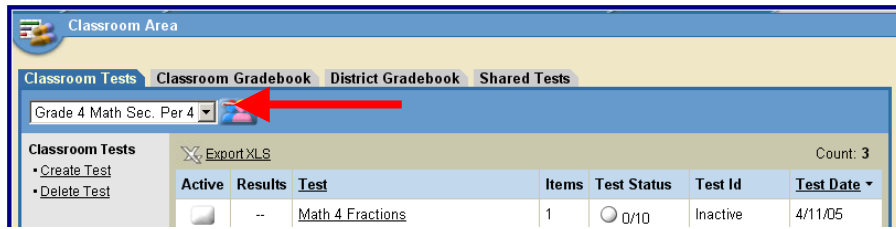D. You must **activate the test** to administer it. Refer to Section 3 (p. 7) for details.
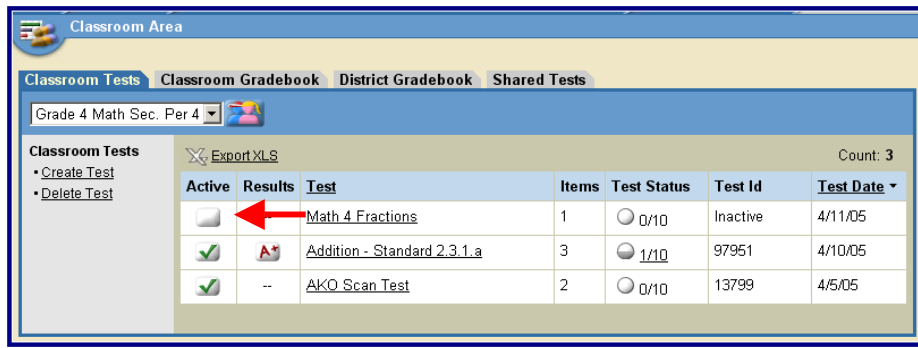
Section 3: Activate the Classroom Test

The Classroom Test can be activated using either of the two (2) options outlined below:

Option 1: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.

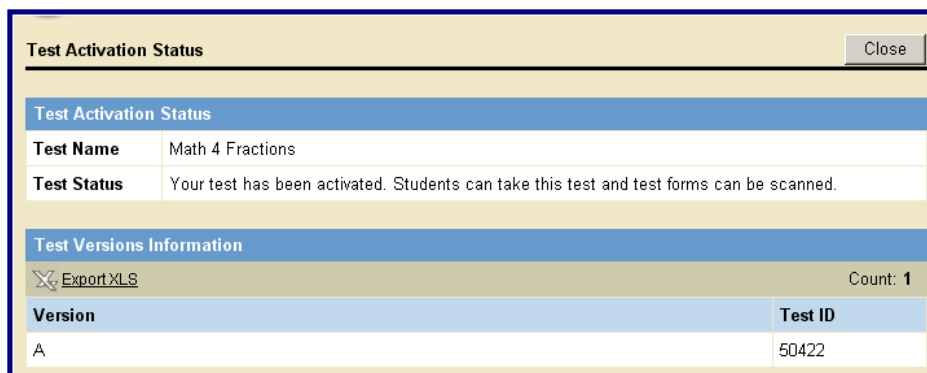2. At the Classroom Area screen select the **Class.**

3. Identify the test to be activated and click the button in the Active cell.

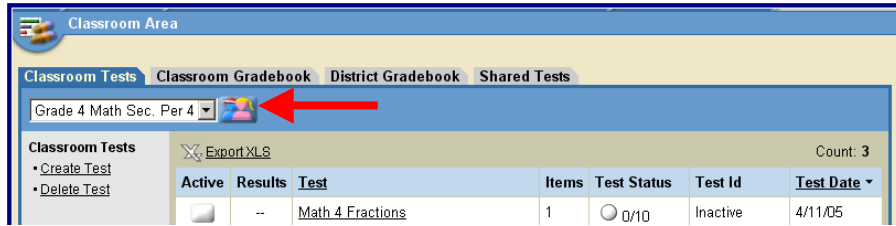4. The Test Activation Status page now appears with the Test IDs. Click **Close.**

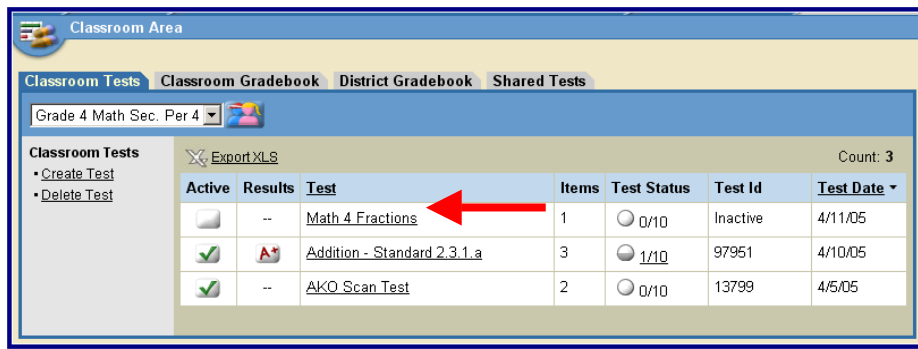   **Tip!** In the Classroom Area, the Active button now has a green checkmark.

Option 2: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.

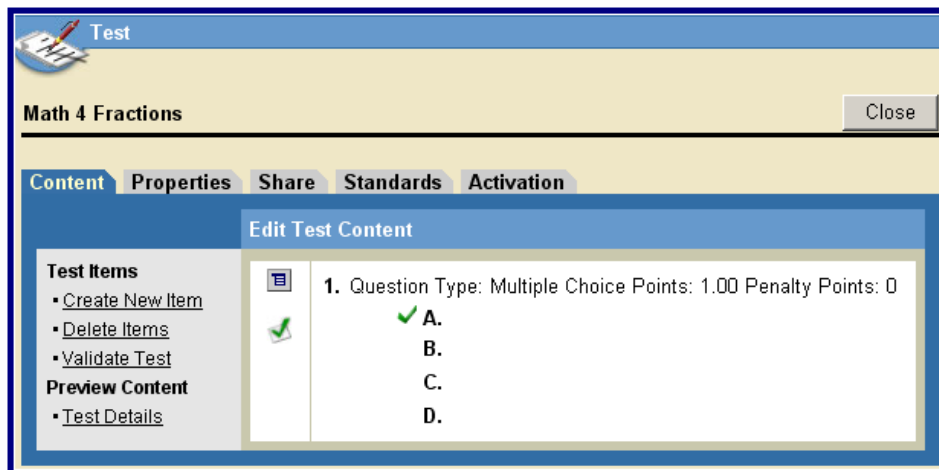2. At the Classroom Area screen select the **Class.**

3. Identify the test to be activated and click the test name.

   Example: <u>Math 4 Fractions</u>

4. At the Test screen, select the Activation tab.

5. On the Activation tab, click **Activate Test.**

6. The Test Activation Status page appears with the Test ID.

    After noting the Test ID, click **Close.**

7. On the Classroom Area page, a green checkmark in the *Active* cell indicates the test is active. The **Test IDs** appear in the Test ID cell.